



## **Advising Syllabus 2017-2018**

Welcome to the Department of English at Texas A&M University! This syllabus has been designed to help us make the most of the advising office's services.

### **Undergraduate Studies Office:**

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### **What is academic advising?**

Academic advising provides the direct liaison between the curriculum and the student and serves to ensure that the student's passage through academic requirements is planned and purposeful. In order to aid the student best, academic advising should be a developmental process, involving both academic services and support services and suited to the varied needs that students meet during their tenure at the university. The primary purpose of the developmental academic advising program at Texas A&M is to assist students in formulating and implementing educational plans compatible with their goals in life and their basic skills. (University Advisors and Counselors)

### **You can expect your advisors to:**

- Be available during office hours (8-12 and 1-5, Monday through Friday) for meetings, emails and phone calls.
- Be knowledgeable about degree requirements and University policies and procedures.
- Guide and support you in developing academic and professional goals.
- Assist you in considering academic decisions.
- Help you customize your program by adding a minor or a second major if desired.
- Help you navigate your academic program while upholding University rules and standards.
- Help you work an internship and/or study abroad experience into your program if desired.
- Inform you of options for obtaining teacher certification if that is your goal.
- Listen to and respect your questions and concerns.
- Be consistent and treat all students fairly.
- Provide referrals to other University resources when appropriate.
- Help you with scheduling changes (including Q-drops).
- Inform you of opportunities relevant to English majors, including special events, awards, and career/internship information.

**You should *not* expect your advisors to:**

- Make decisions for you.
- Do your research for you (though we are happy to help you figure out where to start).
- Find you the “easiest” path to a degree and/or career.
- Know the answer to *every* question without consulting other resources.
- Provide in-depth answers to especially complex questions via email or phone.

**Your advisors will expect you to:**

- Familiarize yourself with your degree requirements and ask questions if something is not clear.
- **Visit an advisor at least once per semester** (preferably before the preregistration period) to make sure you are on track.
- Come prepared to advising meetings: **bring your degree plan** and a list of items you wish to discuss.
- **Check your TAMU email account daily** for any university-related correspondence.
- Use the undergraduate catalog to look for prerequisites before registering for classes.
- Follow your degree plan. Take at least one English course per semester until you have met all English requirements.
- Look at your degree evaluation before and after registering for classes.
- Familiarize yourself with University and College policies.
- Approach us immediately if you need help, rather than waiting until a situation gets worse.
- Check with us before making a decision based on advice from a friend or classmate.

**Some useful resources:**

- English department web site: <http://www.english.tamu.edu>
- College of Liberal Arts Undergraduate Student Services: <https://liberalarts.tamu.edu/academics/advising/>
- Academic Success Center: <http://successcenter.tamu.edu>
- TAMU Undergraduate Catalog: <http://catalog.tamu.edu>
- Student Counseling Services: <http://scs.tamu.edu>
- Disabilities Services: <http://disability.tamu.edu>
- Student Rules: <http://student-rules.tamu.edu>
- Information on Academic Misconduct: <http://aggiehonor.tamu.edu/>
- Career Center: <http://hireaggies.tamu.edu>
- Scholarships & Financial Aid: <http://financialaid.tamu.edu>
- Student Business Services: <http://sbs.tamu.edu>

I have read and understand the role of the student and the advisor in academic advising within the Department of English as described in this syllabus.

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Signature

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Advisor Signature

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Printed Name

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Advisor

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Date

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Date